



FOUCHED TO PROFESSIONAL RECRUITERS 10 FEB 1970

THE COLLEGE PLACEMENT COUNCIL, INC.

65 EAST ELIZABETH AVENUE
P.O. BOX 2263, BETHLEHEM, PENNSYLVANIA 18001
TELEPHONE 215 868-1421

MEMORANDUM

To: College Relations Officer Addressed

From: Drue E. Matthews, President

Concerning: Addition to Principles and Practices of College Recruiting

At its Semi-Annual Meeting in January, the College Placement Council approved a resolution dealing with a requirement on a few campuses that employers defend their corporate policies to student groups as a condition of recruiting. As President of the Council, I have been directed to communicate its position on this practice to all college and university presidents and to have it set forth in the Council's Principles and Practices of College Recruiting.

Accordingly, a letter is being prepared which will be addressed, individually, to college presidents and which will state:

"The College Placement Council, representing the eight Regional College Placement Associations in the United States and Canada, at its Semi-Annual Meeting in January 14-16, 1970, took action which, as President of the Council, I have been asked to bring to your attention.

"A number of years ago the Council adopted a statement of basic agreements developed for those engaged in college placement and recruitment as a guide to ethical practice. A copy of the resulting document, known as the Principles and Practices of College Recruiting, is enclosed. These agreements set standards which have served well to regularize relationships between college and university placement offices, employers, and students.

"At the January meeting of the Council, the following addition to the Principles and Practices was adopted unanimously:

'Employers recognize the desirability and necessity of effective communication and exchange of information with students, faculty members, and college administrators. However, an employer should not be forced to meet with or to state its position to student groups as a condition of recruiting on campus.'

"It should be emphasized that the wording of the above statement clearly recognizes the importance of dialogue between campus and employer. What we do not support is the implication of duress in regard to time and style of communication when defense of company policy becomes a condition for campus recruiting.

College Relations Officer-2

"The College Placement Council, as spokesman for the Regional Associations, supports strongly the position that there are educational values as well as the more direct rewards which accrue to the individual student from the campus recruitment experience. In view of the discussions taking place on many campuses concerning recruitment by business, government, industry, and educational and non-profit organizations, the Council believes that the Principles and Practices, and in particular the new addition, should be made known to you. Your placement director has already been informed of this action.

"May I extend our very best wishes to you and to your institution at this time."

Please feel free to make copies of the pertinent parts of this memorandum as needed. While it is impractical to do a complete reprinting of the Principles and Practices pamphlet at this time, an addendum presenting this new statement has been rushed into print and is available. If you wish to have updated copies of the pamphlet, please write the Council office.

A handwritten signature in black ink, reading "Drue E. Matthews". The signature is written in a cursive style with a long horizontal line extending from the end.

DEM:jw
2/6/70

UNITED STATES CIVIL SERVICE COMMISSION

BULLETIN

Washington, D.C. 20415

April 10, 1970

BULLETIN NO. 330-13

SUBJECT: The Defense of Government Policies as a Condition
of Federal College Recruitment

Heads of Agencies and Independent Establishments:

1. A few colleges and universities have adopted, and others have considered adopting, a requirement that organizations defend their corporate or agency policies to student groups as a condition for recruitment on campus.

2. The College Placement Council, representing college placement associations throughout the country, recently addressed itself to this situation and adopted the following policy statement:

"Employers recognize the desirability and necessity of effective communication and exchange of information with students, faculty members, and college administrators. However, an employer should not be forced to meet with or to state its position to student groups as a condition of recruiting on campus."

3. In transmitting that policy statement to the presidents of colleges and universities, the College Placement Council stated further that:

"It should be emphasized that the wording of the above statement clearly recognizes the importance of dialogue between campus and employer. What we do not support is the implication of duress in regard to time and style of communication when defense of company policy becomes a condition for campus recruiting.

"The College Placement Council . . . supports strongly the position that there are educational values as well as the more direct rewards which accrue to the individual student from the campus recruitment experience"

INQUIRIES: Manpower Sources Division, BRE, 63-26013 (Code 101,
Extension 26013)
CODE: 330, Recruitment, Selection, and Placement (General)

DISTRIBUTION: FPM

4. Federal officials and recruiters should be aware of the College Placement Council's statement in planning and conducting their college recruiting program.

5. We believe the expression of policy will help discourage adoption by colleges of provisions that require employers to defend their organization's programs and policies as a condition for recruitment on campus. In those few instances where a college adopts such a requirement, and a Federal agency is advised that discussion of its programs or policies will be necessary, the agency concerned should determine administratively whether or not it wishes under those circumstances to proceed with the recruitment visit.

6. We would like to be advised of any problems encountered by Federal agencies in this regard. Reports may be made by telephone or in writing to the Civil Service Commission's Regional Recruiting and College Relations Officer of the Civil Service Region in which the college concerned is located, or to the Office of College Relations and Recruitment in the Commission's central office if the college is located in the Washington, D. C. Metropolitan Area.

Nicholas J. Oganovic

Nicholas J. Oganovic
Executive Director

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ANNUAL REPORT - FY 1970
Cooperative Education Program

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11 June 1970

Cooperative Education Program

I. FY 70 Accomplishments

- A. Two additional offices have joined the Co-op Program. Audit Staff and Office of Finance. This leads us for the first time into employment of other than scientific and engineering students.
- B. OSI had its first co-ops and reports great enthusiasm for them.
- C. We added the University of Maryland to our list of co-op schools. Their program is just starting.
- D. After 4 years of no success in interesting any co-ops from the University of Illinois, we had a break through this Spring and have 5 students in process for jobs this coming Fall.
- E. Our help to new Co-ops and Summer Interns on housing problems has broadened and seems quite successful.
- F. The Agency's Co-op Coordinator was elected to the Board of Directors of the American Society for Engineering Education--Cooperative Education Division. This is one of the two professional societies in the co-op field.
- G. A total of 20 co-ops graduated in the Spring of 1970 and 12 Summer Interns. TAB A shows the disposition of those students. This is the first year any significant number of students have graduated from those programs.
- H. TAB B shows the comparative strengths of the Co-op and Intern Programs at the end of FY 1968, 1969 and 1970.

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II. FY '71 and '72 Plans and Objectives

- A. The DD/S is considering using co-op students broadly in that area. He has urged each of his offices to consider the program for their own purposes. He is also reviewing a plan to take some co-ops as DD/S-wide trainees; they would work in various DD/S offices in the course of their college career, possibly even take some CT training.
- B. If the above program develops into significant number of co-ops, we will probably have to take on some new schools that have co-op programs in Business Administration. Of our present stable of 15 colleges only 6 co-op such students.
- C. We feel that the Co-op and Summer Intern Program are approaching their ultimate strengths in each presently involved office except NPIC. This latter office can probably go to 50 or 60 co-ops in the next two years. Any significant increases in strength will come from the addition of new offices to the programs.
- D. Hopefully, on a 50% retention basis, we can expect to get about 20 full-time employees each year out of the graduating co-ops and interns in 1971 and 1972.

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1970 Graduates from the
Co-op and Summer Intern Programs

1. Co-op Programs

NPIC: 10 graduating, 4 acceptances, 3 to graduate school, 1 to the military.

TSD: 3 graduating, 2 acceptances, 1 another job.

FMSAC: 2 graduating, 2 acceptances.

IAS/DD/I: 2 graduating, 1 acceptance, 1 on to graduate school.

OCS: 1 graduating, 1 acceptance

COMMO: 2 graduating, 2 acceptances

2. Summer Intern Program

In the Summer Intern Programs only 1 was to graduate in 1970, from the Area Studies Program and she has accepted our offer. 11 graduated out of the NPIC and IAS Programs and 4 have accepted full-time employment, 3 have gone on to graduate school, 1 to the military, 2 were not wanted by us.

There is possibly some significance in the fact that those not immediately taking our offers did so because of educational or military reasons, not because of taking other jobs with industry or government except in one case.

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Comparison of Co-op and Summer Intern Strengths
at End of FY 68, FY 69, and FY 70

	<u>7/1/68</u>		<u>6/30/69</u>		<u>6/30/70</u>	
	<u>Co-op</u>	<u>Summer Intern</u>	<u>Co-op</u>	<u>Summer Intern</u>	<u>Co-op</u>	<u>Summer Intern</u>
NPIC	23	14	34	17	28	16
IAS	4	4	1	3	1	2
OCS	12	--	12	--	15	--
TSD	5	--	13	--	17	--
FMSAC	0	--	13	--	19	--
COMMO	11	--	14	--	16	--
OFFICE OF FINANCE	--	--	--	--	1	--
DDI AREA STUDIES	--	13	--	14	--	26 14
	55	31	57	34	97	34 32

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10 July 1970

MEMORANDUM FOR: Chief/Recruitment Division
 FROM : Chief/Washington Area Recruitment Office
 SUBJECT : Annual Report of FY 1970 Accomplishments
 and FY 71-72 Plans and Objectives

FY 70 Accomplishments and Personnel Staffing

1. FY 70 was another year of selective hiring resulting from the Agency's tight manpower ceiling restrictions. Forty-four hundred eighty-nine applicants were interviewed during this fiscal year -- as compared with thirty-seven hundred eighty-nine for FY 69. The total number of eod's, resulting from our interviewing efforts, increased correspondingly. WARO's eod figure for FY 70 is 353. The figure for FY 69 was 291. We have continued to receive a heavy volume of telephone calls.



3. The following statistics reflect the workload of the Washington Area Recruitment Office for FY 70:

	CT	Clerical	Commo	Other Professional	Total
Interviews	92	1667	90	2640	4489
Recommends	42	598	24	327	991
Security Initiations	32	481	15	92	620
Entered on Duty.	3	296	7	47	353

Special Referrals

White House.	4
Senators	25
Representatives.	48
Senior Agency Officials.	26
Senior Officials other Agencies.	13

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 GROUP 1
 Excluded from automatic
 downgrading and
 declassification

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Subj: Annual Report of FY 1970 Accomplishments
and FY 71-72 Plans and Objectives

In addition to the eod's shown above, a sizeable number of contract employees have entered on duty via WARO -- in [REDACTED], SB, TSD, RID, the Language Training School, Logistics, and the Office of Security.

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FY 71-72 Plans and Objectives

1. It is hoped that a secretary to replace [REDACTED] will be made available to WARO at an early date. The WARO clerical staff also supports the Washington based Clerical Field Recruiters, who are physically located in the WARO area.

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2. There will continue to be a continuing need, on occasion, for provisionally cleared assistance to take care of the heavy clerical workload during recruitment peaks.

[REDACTED]

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Chief, Washington Area Recruitment Office

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3 June 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Conference of Professional Recruiters Concerning
College and University Recruiting

1. In a meeting of Professional Recruiters on 15-16 May 1970 the following guide-lines were developed with respect to academic recruitment during the 1970-71 school year.

- a. There will be no schedule of prearranged, publicized campus recruitment dates for the 1970-71 academic year. Instead, each recruiter will prepare an operating plan for his territory, listing the colleges and universities in which he expects to recruit and indicating the time he expects to devote to each. This plan will be submitted to Headquarters by 15 July 1970, and will be confirmed in detail during the year as specific dates and locations are established.
- b. Recruiters will inform Placement Directors at the schools listed, preferably in person, that reduced requirements for new personnel make it desirable for us to change our recruiting procedure. Instead of seeing any and all students who may wish to get on the Recruiters' schedule through the usual sign-up procedure, we will emphasize contacts with faculty and departmental advertising as means of identifying specifically qualified candidates.

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Page 2, Conference of Professional Recruiters Concerning
College and University Recruiting

- c. Wherever feasible, it will be agreed with the Placement Director that local advertising (departmental bulletin boards, campus newspaper, etc.) will ask potential applicants to contact the Placement Office to submit resumes or to seek further information. Thus the Placement Director will continue to participate in the process, and the Recruiter will have an opportunity to prescreen candidates before arranging interviews.
- d. The Recruiter will exercise judgment, in the light of local conditions, in making arrangements with the Placement Director as to the timing and location--on or off the campus--of his interviews. In making his arrangements, he will avoid the appearance or implication of either collusion or covert recruitment. In instances of referral of or application by an individual directly to the Recruiter, the Recruiter will make whatever interview arrangements are appropriate in each case.
- e. Recognizing that Placement Directors are having difficulties at some colleges and universities in justifying their functions and maintaining their position within their respective administrations, Recruiters will cooperate to the greatest practicable extent in informing Placement Directors of their off-campus interviews.
- f. Recognizing that conditions will vary considerably from campus to campus, and because Placement Directors will be in contact with each other through the various regional meeting of College Placement Associations, Recruiters are encouraged to attend their own regional

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College and University Recruiting

Association meeting to ensure that our .
policies and procedures, if questioned,
are uniformly understood.

2. We believe that Placement Directors and other
school officials are generally aware of and sympathetic
toward our policy of avoiding confrontation with student
radicals, and that this policy, therefore, need not be
emphasized further as a reason or justification for our
change in procedure. Instead, emphasis should be on
the changing nature of our requirements which necessitates
a shift from the traditional, volume-oriented approach
to the selective use of specialized sources of application
and referral. In our academic recruitment activity we
will continue to hold to the twin objectives of a "low
profile" and a steady flow of qualified applicants in
selected fields.



Chief, Recruitment Division

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PROFESSIONAL RECRUITERS' CONFERENCE

15 - 19 September 1969

Monday, 15 September:

0830 Office of Medical Services
Recruiter Medical Examinations

1330 DDS Conference Room 7-D-34 Hqs.

(Time and location reserved for
Executive Director-Comptroller,
Deputy Director for Support, and
Director of Personnel.)

Tuesday, 16 September:

(All meetings in Room GA-13 Hqs.)

0900 Deputy Director of Personnel for
Recruitment and Placement and Chief,
Placement Division

1200 Lunch

1300 Presentation by DDI Components

Coordinator: [REDACTED] 25X1A9a
Personnel Officer, Office of the DDI

1415 Break

1430 Presentation by DDS&T Components

Coordinator: [REDACTED] 25X1A9a
Personnel Officer, Office of DDS&T

1545 Break

1600 Presentation by CS Components 25X1A9a

Coordinator: [REDACTED], CS/OPSER (P)

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Wednesday, 17 September:

(All meetings in Room 609 Magazine.)

0830

Career Training Program - "Quo Vadis"

Director, Office of Training and
Chief, Career Training Program

1045

Break

1100

Office of Communications Requirements

1200

Lunch

1300

Recruiter Workshop

Panel A - Field Office Procedures,
Files, and Records

1430

Break

1445

Recruiter Workshop

Panel B - Interviewing Procedures and
Techniques

Thursday, 18 September:

(All meetings in Room 609 Magazine,
*unless otherwise specified.)

0830

Recruiter Workshop

Panel C - Establishing and Maintaining
Rapport with Faculty and Administration

0945

Break

1000

Recruiter Workshop

Panel D - Interview Reporting--What
Makes a Good One?

1100

Depart for Headquarters

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Thursday, 18 September:

*1130 Auditorium Headquarters: Presentation
of Longevity Awards

Director of Central Intelligence

1215 Lunch (Return to 609 Magazine.)

1330 "Factors Relating to Accuracy in
Assessing Others"

A presentation by [REDACTED] 25X1A5a1
[REDACTED], and consultant
to the Psychological Services Staff,
Office of Medical Services.

Friday, 19 September:

(All meetings in 211 Magazine.)

0830 Security Support to Campus Recruiting

[REDACTED] OS/Operational Support 25X1A9a
Division, and Staff

0945 Break

1000 Applicant Medical Standards 25X1A9a

[REDACTED]

1100 Break

1115 Campus Recruitment Advertising on the
Open and the Denied Campus

1215 Lunch

1330 Conference Wrap-Up

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CLERICAL RECRUITER CONFERENCE

May 11-12 (to noon), 1970

ALL SESSIONS TO BE HELD IN ROOM 211 MAGAZINE

Monday, May 11

0900 (Time presently reserved for Director of Personnel
and Deputy Director of Personnel for Recruitment
and Placement

1030 Break

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1045 Medical Selection Processes and Standards;
[REDACTED], Office of Medical Services

1200 Lunch

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1330 Applicant Review Panel
[REDACTED] Office of Personnel
[REDACTED], Office of Medical Services
[REDACTED] Office of Medical Services
[REDACTED] Office of Security

1500 Break

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1545 Characteristics and Qualifications of Key Punch
Operators; [REDACTED], Computer Science
Advisor, Office of Computer Services

Tuesday, May 12

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0900 [REDACTED] Chief, Clerical Staffing
Branch, Staff Personnel Division

1100 Conference Wrap Up.

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SPECIAL PROFESSIONAL RECRUITER CONFERENCE

15 - 16 May 1970

FRIDAY

0900 Room GA-13 Headquarters
Director of Personnel - Our Rationale and
Policy on Low Profile Recruiting

0945 Break

1000 Chief, Staff Personnel Division - A Look at
Applicant Requirements for FY 71

1030 Deputy Director of Personnel for Recruitment
and Placement

1130 Adjourn and depart for Magazine Building -
Lunch and Report to 211 Magazine

1315 SB/O/Human Target Staff - [REDACTED] et al. 25X1A9a

25X1A8a 1345 [REDACTED] 25X1A9a

25X1A8a [REDACTED] and [REDACTED] (Special 25X1A9a
Presentation)

1415 Break

1430 Workshop

Team A - [REDACTED] Office 25X1A9a

Team B - Office/C/RD

Team C - Office/DC/RD

Team D - Conference Room

1700 Break for the Day

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SATURDAY

0900 Team A Report and Joint Discussion
0945 Team B Report and Joint Discussion
1030 Team C Report and Joint Discussion
1115 Team D Report and Joint Discussion
1200 - 1300 - Conference Wrapup